ROUTING AND RECORD SHEET

SUBJECT: (Optional)

CORE Support to the DD/L

FROM:	EXTENSION	NO.
C/LSD/OL 3E14 Hqs.		DATE 15 JUN 1981

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TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. DC/P&PS/OL 2F31 [redacted]				Paul:
2.				Per [redacted] request at the D/L staff meeting of 11 June, attached is a listing of LSD projects which have resulted in increased efficiencies or increased savings during the past two years as well as a listing of projected projects which could eventually result in a more efficient operation.
3.				
4.				
5.				
6.				Attachment A lists those projects or other initiatives introduced and/or implemented within the past two years; Attachment B lists those projected projects which could result in cost savings and/or increased efficiencies.
7.				
8.				
9.				Any questions on the attached should be directed to [redacted] on extension [redacted]
10.				
11.				
12.				Att [redacted]
13.				
14.				
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FORM 1-79 **610** USE PREVIOUS EDITIONS

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In May 1981, the standby duty couriers (1500-2300 shift) for the Office of Current Operations were discontinued. This will result in an estimated annual savings of $2,100 in night differential and will make two additional personnel available for regular duty hours.

In February 1981, the Mail and Courier Branch assumed responsibility for the delivery of 25 additional FBIS Daily Reports and incorporated them into existing courier runs. This will result in an estimated annual savings of $7,700 in postal fees.

A new Phillips X-ray machine was installed in the Mail and Courier Branch mail room in June 1980. The new machine produces a clearer image, reduces handling time, and has resulted in a more efficient and rapid examination of all incoming mail.

The automation of Executive Dining Room accounts has resulted in both greater efficiency and time savings. Posting to accounts can now be accomplished in half the amount of time required under the old system. Automation also provides immediate access to computer printouts on any information required and instant access to individual accounts. Furthermore, it provides the capability for expansion to include inventory control at a future date.

To assist employees in obtaining vanpools and carpools, a ridesharing computer capability has been developed. An employee bulletin announcing this capability will be published at a later date.

New equipment was purchased and installed as necessary to improve the audio quality in the Headquarters auditorium. A new sound console was installed, and conduit was run from the dimmer switch panel to the control booth so the stage lights can be controlled from one central location. Two new 35mm projectors were also installed to improve the resolution of the projection of 35mm slides.

During the past year, there has been an upgrading in vehicle armoring techniques. The Motor Pool Branch has purchased over $10,000 of modern armoring-related equipment and tools. This has enabled the armorers to do their job more efficiently and in a shorter amount of time.

With the exception of a few chauffeurs, all Motor Pool drivers have completed the Driver Energy Conservation Awareness Training at GSA in Washington, D.C. This program should result in increased driving efficiency and a corresponding decrease in the number of Motor Pool vehicle accidents.

Due to several innovative scheduling changes, the Motor Pool has made adjustments to save $5,417 in overtime each year and $1,227 in night differential.

As a result of a reorganization of procedures and records in the Motor Pool stock room, the average amount of overtime per pay period has been reduced from 40 hours to 18 hours, resulting in a yearly savings of $5,635.

The Architectural Design Staff (ADS) has set up a Computer Run of Agency Metropolitan Space (CRAMS) manual for internal ADS use which explains the procedures and operation of the CRAMS system. This has resulted in a one-time savings of 100-200 man-hours. They have also consolidated the steps in the input process, which has resulted in a savings of 2 man-hours per week. In addition, CRAMS has been reprogrammed to simplify the input process, and the query capability has been added. A savings of 4 man-hours per week has been realized as a result of these changes.

ADS has developed a standardized unit cost and preprinted cost estimating sheet. The savings amount to 1 hour per job X 350 jobs, or a total of 350 man-hours per year. In addition:

The weekly report of all outstanding work orders has been changed from a manual to a computer operation, resulting in a savings of 1 hour per week, or a total of 52 man-hours per year.

An unofficial office manual has been developed, explaining procedures and methods, listing contacts, and giving basic utility and construction information about each building.

ADS participation in terminal surveys is no longer required, which has resulted in a savings of 10 man-hours per month, or 120 man-hours per year.

The Staff has created a computer file of terminal work orders, resulting in a savings of 1 hour per week, or 52 hours per year.

The ADS has standardized construction notes and is now using preprinted stick-on notes. This has resulted in a savings of 6 hours per job X 200 jobs, or a total of 1,200 hours.

In November 1980, elements of the Office of Personnel moved into 6,000 sq. ft. of renovated space which formerly housed the Ames Building cafeteria.

The original Rendezvous Room in 1F corridor, comprising 3,200 sq. ft., was converted into office space for NFAC. The buffet facility has relocated to the balcony area, and this space (3,500 sq. ft.) is to be converted to space for use by the Office of Training and Education for language class rooms (9). Both moves have resulted in a more effective use of space.

The third soluble pulping machine (SOMAT) for disposal of classified paper waste was installed in the South end of the Headquarters Building. The installation of this machine provides for a pulping capability on both sides of the building, thereby eliminating the need to haul the classified trash from one end of the building to the other. It also allows the flexibility of taking a machine offline for periodic maintenance of major rehab without adversely affecting the disposal operation.

Procurement Division, on behalf of BSB, has established Basic Purchase Agreements with three commercial vendors. This action has resulted in a savings of 16-20 man-hours per week in regards to stocking our supply room. The vendors deliver directly to us, thus saving us the trip of going and buying it ourselves. An adjunct to this is the direct delivery to the North Loading Dock and the payment of cash where possible, thus resulting in substantial discounts from various vendors.

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Computerization of GSA work orders will improve tracking capability and allow for instantaneous status. This will enable Space Maintenance and Facilities Branch to better interface with the Office of Finance in the validation on the financial status of GSA work orders. The target date for completion of the program is 1 October. (U)

Installation of variable transformer lighting control is needed in the Headquarters auditorium to correct interference and to improve video transmission to the various monitors throughout the building. This project will be coordinated with the Office of Training and Education for funding and installation. (U)

The present system of recording vehicle records, stock records, maintenance records, Government driving permits, and numerous other records manually is in need of an automated system. A formal request has been submitted, and some phase of automation should be implemented by December 1981. (U)

The Headquarters Garage is responsible for installing and removing snow tires twice a year on 200 vehicles. This is a very time consuming task and involves many overtime hours. As a means of saving overtime, conserving space, and cutting down on inventory control, all weather tires are being considered for installation on the rear of each vehicle. These would be phased in as money is available to purchase new tires. The overtime savings will amount to approximately $4,054 per year. (U)

Label all dedicated circuits, thereby saving the electrician's time in trying to locate the dedicated circuits. (U)

Add an energy saver on the blueprint machine. This will result in an energy savings as well as prolong the life of the bulb. Each bulb currently costs $100 and has a life expectancy of approximately two years. The cost of the energy saver, including installation, is circa $1,000. (U)

Consolidate component listings in CRAMS and building thumbnails, which will greatly reduce the amount of input time required. (U)

Set up a computer graphics system for joint use by ADS, Headquarters Engineering Branch, Voice Communications Branch, etc. The system will permit the architect/user to design office space on a CRT, making it possible to test certain designs, include changes or corrections, and provide cost projections before a design is finalized. It can also provide an immediate printout, as required. (U)

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WARNING NOTICE
INTELLIGENCE SOURCES
AND METHODS INVOLVED

A computer program has been developed to provide a more effective method of controlling permanent property passes. The new automated system will reduce the amount of research time for determining expired property passes and will help to determine if, in fact, the property passes are still valid. (U)

Changes to enhance the safety of the Hammermill disposal system are planned. First, the venting fans are to be added and the emergency switch will be relocated. Building Services Branch is also pursuing the feasibility of adding a magnetic metal detector and a wider conveyor belt. (U)

General Motors Corp. offers a training course in diesel engine maintenance. All Motor Pool mechanics will be scheduled to attend the class beginning in the fall of 1981. The number of diesel engine vehicles has been increasing, and this knowledge on maintenance of these vehicles is necessary to provide proper diagnosis and repair. (U)

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An automated gas pump system is being considered. This will eliminate manual recording of gas consumption and will eliminate the human error in the recording process. This is a high dollar value item and, until money is available to consider buying such a system, we will continue with the present system. (U)

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